

MEETING MINUTES

July 28, 2021, 10: 00 a.m. Eastern Time

Indiana Archives and Records Administration

Meeting Location: IGC South Conference Center, Room 12

MEETING OF THE OVERSIGHT COMMITTEE ON PUBLIC RECORDS

2021-07-28-1: CALL TO ORDER

A meeting of the Oversight Committee on Public Records was held on Wednesday, July 28, 2021. The meeting was called to order by Chairperson Tammy Glickman at 10:02 a.m.

A roll call was conducted to determine members present constituting a quorum: Jerry Bonnet (Designee for Holli Sullivan, Secretary of State), Jim Ehrenberg (Designee for Tracy Barnes, Chief Operating Officer, Office of Technology), Tammy Glickman (Designee for Leslie Crane, Commissioner, Department of Administration), Tamara Hemmerlein (Lay Member), Beth Kelley (Designee for Paul Joyce, State Examiner, State Board of Accounts), Chandler Lighty (Executive Director of the Indiana Archives and Records Administration), Jacob Speer (Director, Indiana State Library), Scott Uecker (Professional Journalist / Lay Member)

Members absent: Luke Britt (Public Access Counselor), Cynthia Carrasco (Governor's Designee)

IARA staff in attendance: Claire Horton (Deputy Director, Indiana Archives, via call-in), Amy Robinson (Records Analyst, Records Management)

Guests: None.

2021-07-28-2: NEXT MEETING

The next meeting of the OCPR is scheduled to be held on Wednesday, August 25, 2021 at 10:00 a.m. in Indiana Government Center South, Conference Center Room 12.

2021-07-28-3: PREVIOUS MEETING

A motion was made by Jerry Bonnet, seconded by Scott Uecker, to approve the minutes of the last regular meeting of the OCPR held on Wednesday, June 23, 2021. Motion carried.

2021-07-28-4: DIRECTOR'S REPORT

Chandler Lighty submitted the Director's Report previously distributed to the OCPR for review. The report includes a narrative from: Claire Horton, Deputy Director/Archives, Meaghan Fukunaga, Deputy Director/Electronic Records, Kim Hagerty/Director of SIML.

The Records Center staff have been working hard on improving the storage rack system, moving approximately 2,000 skids of records to new locations.

In June, IARA went before the State Budget Committee along with the Dept. of Administration, and received approval for 5 million dollars to be spent on planning and site selection for a new Archives building. IDOA is currently working to finalize the selection of the architectural firm. Claire Horton and the State Archives staff are in the process of barcoding many of the collections to simplify the relocation of records when the move occurs.

Forms Management is undergoing big changes including a recent staff departure; Meaghan Fukunaga has taken point on managing the transition, along with Imelda Gonzalez who previously worked in the division and has now been transferred back.

2021-07-28-5: NEW BUSINESS AND DISCUSSION

The nomination and election of a new Vice-Chair to fill Doug Kowalski's vacancy will occur at the August 28 meeting. Regular voting for Chair and Vice-Chair will occur in December, so the position to be filled in August will only last four months.

Tamara Hemmerlein thanked IARA staffer Amy Christiansen for her presentation on county/local records management at the County Historians meeting in June, co-sponsored by the Indiana Historical Bureau and Indiana Historical Society. It was well-received and will hopefully lead to more knowledge about how records are handled.

Beth Kelley, new Committee Member representing the State Board of Accounts, introduced herself and asked for clarification on whether hers is a voting position. Amy Robinson and Tammy Glickman confirmed that it is, and the Committee extended its welcome.

2021-07-28-6: RECORDS RETENTION AND DISPOSITION SCHEDULES (Action needed)

1. General Retention Schedule for All State Government Agencies

Jerry Bonnet requested clarification on which Record Series were being changed and whether the changes were substantive. Tammy Glickman directed the Committee to the two items being amended, Record Series GRACC-1 and GRPER-5. Chandler Lighty and Amy Robinson explained the changes and confirmed that they were non-substantive. A motion was made by Scott Uecker, seconded by Jerry Bonnet, to adopt Schedule 1. Motion carried.

2. Criminal Justice Institute

Amy Robinson and Claire Horton explained that the grant files being amended will no longer be scheduled for archival transfer because they are similar to other grants that fall under Record Series GRACC-5 on the State General Retention Schedule, and because there has been little to no reference interest. A motion was made by Jake Speer, seconded by Tamara Hemmerlein, to adopt Schedule 2. Motion carried.

3. Family & Social Services Administration / Division of Disability and Rehabilitative Services, Bureau of Developmental Disability Services

Amy Robinson explained that the changes proposed update the language to reflect that these are now born-digital electronic records. A motion was made by Jim Ehrenberg, seconded by Jerry Bonnet, to adopt Schedule 3. Motion carried.

2021-07-28-7: OLD BUSINESS

There was no old business for discussion at this meeting.

2021-07-28-8: ADJOURNMENT

There being no further business before the Committee, a motion was made by Scott Uecker, seconded by Jake Speer, to adjourn the meeting at 10:16 a.m.